



## Memorandum

Date: August 17, 2017

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – August 17, 2017

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**Note – There was no memo last week due to my scheduled vacation.**

### Schedule

- On Monday, August 21<sup>st</sup> City Hall will be open during the solar eclipse, but there will be very light staffing that day.
- A work session is scheduled for Tuesday, September 5<sup>th</sup> due to the Labor Day holiday on Monday that week. The agenda is expanding to include a draft IGA with Clackamas County Tourism for use of the Old City Hall/PD Building and a recommendation from the TAB on pedestrian crossing on Salamo Road crossing.
- The 3<sup>rd</sup> Quarter Town Hall is scheduled for Thursday, September 21<sup>st</sup> at the ACC.

### Information Items

- City Manager Report from August 7<sup>th</sup>. There were a number of things I planned to report on at the last meeting, but passed on due to the lateness of the hour. Here's my report:
  - Traffic Safety Issues – As noted above, the Council will receive a report from the Transportation Advisory Board (TAB) on Salamo pedestrian crossing on September 5<sup>th</sup>. The TAB will next look at West A speeding concerns. The speeding concern raised on Fairview is an issue internal to the homeowners association there. Finally, TAB would like to weigh in on the high school parking issue but was told this issue is being handled at the Council level.
  - Agenda and Minutes Posting – Staff have been working on filling out missing agenda and meeting notes for city advisory committees. It's still a work in progress, but the lists are filling out. We'll make sure to get most recent meetings posted first and work backward as time allows.
  - Park and Facilities Bond Measure Timeline – We have created a project timeline that gets us to a May 2018 election to renew the expiring tax levies. The timeline calls for creation of a 'discussion draft' project list in August, convening the Citizens Budget Committee in September, public engagement on potential final projects between September and November, public polling between November and December, final public engagement in January,

finalization of project list, bond amount and ballot language in February, and Council approval of the final ballot caption, title and summary on March 12, 2018.

- City Manager Performance Objectives – At the end of this document is the list of performance objectives developed at my annual evaluation on July 10<sup>th</sup>. Councilor Sakelik provided comments and those are shown as edits. These are also scheduled for review and discussion on September 5<sup>th</sup> under City Manager Report.
- Eclipse Glasses Recall. As you are aware, Amazon issued a nationwide recall for solar eclipse glasses which it had supplied to millions of customers. The recall involves the manufacturer of the glasses to guarantee *in writing* that the glasses meet NASA and AAS standards. The lot ordered by the WL Library was caught up in the recall. So were many other organizations and institutions. We have issued notices wherever we could warning the community, although the glasses received did pass the testing protocols recommended by the AAS. This is unfortunate, but Library staff acted in a responsible way once learning of the late breaking recall notice.
- Easy Street Parking. In follow up to questions raised at your August 7<sup>th</sup> meeting, the elimination of public access to Easy Street at Highway 43 was required as a condition of approval for the redevelopment of West Linn Central Village in 2008; the condition also required emergency access through the closure, leading to the mountable curb and flexible bollards that are currently installed. It was also specified in the newly adopted TSP. Public Works installed a “Do Not Enter” sign in this area on August 9<sup>th</sup> to improve enforcement ability and may consider additional traffic control measures with TVFR if prohibited access continues. The cyclone fence and no trespassing signs blocking the unimproved Easy Street right-of-way between Broadway and West A have been removed by Public Works staff. The City Attorney is preparing a resolution to clarify and include the section of Easy Street from First Court to Highway 43 within the residential parking zone for the September 11<sup>th</sup> Council meeting. In the meantime, Councilor Sakelik suggests temporarily covering the signs until there is formal resolution of the matter.
- Future Work Session Topics. The list of future work session topics requested by Councilor Perry at the August 7<sup>th</sup> meeting was added to the Pending section of the Agenda Calendar. With regard to 10<sup>th</sup> Street improvements, you can see there is work underway as part of the I-205 paving project. I recommend seeing what this work does and then re-assessing the situation with ODOT.
- Upper Midhill Subdivision/Appeals. Last week, John Williams updated you on the status of this project. This is just a reminder that while the appeal is pending, the applicant has full land use approval and can start ‘ground disturbance’ activities, including tree removal, at their own financial risk. We will let you know if any permits are filed for grading or erosion control associated with public improvements to serve the subdivision. Also, be aware that the parties have 14 days after the Land Use Board of Appeals issues its notice of record transmittal to object to the record. The timeline for the petitioners to file their brief does not start until the record is “received or settled” by LUBA. Today, the City received a notice of filing record objection. The deadline to file the record objection is August 21<sup>st</sup>.
- LOT BBQ and Celebration. LOT invites WTP neighbors to a BBQ dinner on August 31st to celebrate the new pedestrian pathway connecting Mapleton Drive and Kenthorpe Way. The time is from 5:30 to 7:30 p.m. and the location is the 4300 block of Mapleton. Bring the whole family!

- Robinwood WiFi Installation. This week, about 75% of the WiFi infrastructure for Robinwood Station was installed. The final 25% cannot be delivered until sometime in September. This provides time to discuss protocols for using the equipment which includes a desire to stream movies for group viewing. As this is a City facility and equipment, we need to establish the necessary protocols for preventing use that would violate copyright or other end user licensing agreements (EULA)
- Website Updates/Content Management. Shane, Dylan and Courtney have been tasked with taking on updates to the website and Shane has laid out a timeline for this project.
  - On Friday August 18, 2017 Aha! Consulting will be installing the upgrade backend. The website will be operational for citizen access we just will not be able to add new content until the upgrade is finished
  - On Wednesday August 23 we have invited Aha! Consulting in to deliver mechanics training for content managers.
  - On Friday September 8 Aha! Consulting will be back to deliver website authoring training. This training will focus on writing and posting content that improves the overall citizen experience.
  - On Tuesday September 19 Courtney Flynn will be hosting a content improvement boot camp at the West Linn Library for all the content managers. This boot camp will allow this group to meet and work on applying the mechanics and authoring training into improved city pages.
- Budget Book Corrections. Cathy and Lauren are working with the graphic designer and printer to make corrections in the organizational chart (and a few other places) in the budget book for the new biennium. We will get these redistributed as soon as the corrections are made.

That's it for this week.

Respectfully,

*Eileen*